

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

NO.Dy.S(P)/BUY-BACK/03-IT

O/o the VC & MD,
MSRD, HYD - 20.

CIRCULAR No. 2/2003-IT, dt. 26.08.2003

Sub : COMPUTERS - Computers & peripherals replaced under buyback policy Failure of Suppliers to collect the old items - Action to be taken - Reg.

Computers, Printers and UPS systems available at the Depots, Bus Stations and other Units are being replaced after they complete their useful life. Replacements are being made under buyback policy wherein the firms are supposed to collect the existing Computers & peripherals which are included under buyback, after installing the new systems.

It is observed that in certain cases the firms have not collected the old Systems/Peripherals even months after installation of the new Systems/Peripherals. These unserviceable Systems/Units are lying in the Depots/Units unnecessarily occupying space and making the premises look shabby.

In view of the above, the concerned Unit Officers are advised to immediately serve a notice a proforma of which is enclosed herewith, to the firms by RPAD stating that the old items would be scrapped if the firm fails to collect the items within 30 days from the date of receipt of the notice.

After expiry of the above period the Unit officers shall obtain approval of the concerned Dy.CME (in the case of Depots/Divisions/Regions and Zonal Units)/Dy.CME (Sr.Manager-IT) (in the case of Corporate Office and its Units) and send these Systems/Peripherals to the Scrap Yard.

In future, a condition will be included in the Purchase orders stating that the items included under buyback should be collected within 30 days from the date of installation of new systems failing which the items would be scrapped without giving any notice. Necessary action can then be taken as indicated above, without giving any notice.

End : Proforma of Notice


Sd/- R.P.SINGH
VICE CHAIRMAN & MANAGING DIRECTOR

//Attested//

To CHIEF ENGINEER (IE &COMP.)
All Executive Directors (Zones) &
Executive Directors of Corporate Office,

~J^0d^1
All Regional Managers and Heads of Departments

All other Officers of the Corporation
Secretary to Chairperson PA to VC & MD



c^pHP>

P.T.O

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. _____

O/o the _____

Dt.

To
M/s _____

//BY RPAD//

NOTIC

E Sir,

Sub : COMPUTERS & PERIPHERALS - Collecting items which are replaced
under buyback - Notice - Reg.

Ref : 1. Purchase Order No. _____, dt.

2. Your Delivery Challan No. _____, dt. _____

Purchase Order 1st cited has been placed on your firm for supply of the following items :

- a)
- br**
- c)

The above items were delivered vide reference 2nd cited and the same were installed on

As per the Purchase Order, the following items existing at our end have been included under buyback :

- a
-)
- b
-)

The above items should have been collected by your firm, from this (office. But so far, no action is taken for collecting the above items, even after a lapse of _____ days/months.

However, you are once again requested to collect the above mentioned items within 30 days from the receipt of this letter, failing which it will be assumed that you do not have any interest in collecting them and the items will be disposed off. No claims whatsoever will be entertained after the expiry of the 30 days period.

Anticipating immediate action.

Yours Sincerely,

